

Payment Options for Business Travel

All Cornell business travelers are required to comply with university policies, including but not limited to [University Policy 3.2, Travel Expenses](#) and [University Policy 3.14, Business Expenses](#). Travelers should familiarize themselves with these policies before planning and commencing travel for the university.

Cornell employees whose job requires them to travel may be eligible for a Travel and Meal card. This is a corporate liability credit card with no annual fee. For more information on the benefits of the travel and meal card and the application process, please review [Section 350, Travel and Meal Cards Introduction](#) and [Section 351, Travel and Meal Cards Responsibilities](#).

Employees who travel on university business may be eligible to obtain a university cash advance. See [University Policy 3.21, Advances](#), for further details.

Reimbursement

Cornell business travelers generally pay their travel expenses using their travel and meal (T&M) card or personal funds. Charges to the T&M card are automatically uploaded to Concur. Travelers will complete a Concur expense report within 30 business days of return from travel. Personal payment followed by reimbursement is not the appropriate payment method of procurement of goods and services.

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To streamline the payment of business travel expenses and reduce the instances where an advance is required, the University will pay directly for certain travel expenses. See below for a summary of payment options for travel-related expenses.

- Airfare – Use your T&M card or contact your BSC. Groups of three or more employees and visitors/guests have additional payment options; contact your BSC to discuss. See the Travel Portal at travel.cornell.edu for links to authorized travel agencies and further details about making reservations.
 - Bus, campus to campus - Transportation between Ithaca and the New York City campus (Weill Cornell Medical College) can be reserved and directly billed to a university account through the Transportation and Mail Services website at www.c2cbus.com/.
 - Bus, chartered – **A purchase order is required.** Buses chartered for groups require proof of insurance and a contract and must not be paid for by an individual traveler; contact your BSC. Charter buses and limousines for 9 or more passengers are not eligible for procurement card or travel and meal card use.
 - Bus/Amtrak, individual – Use your T&M card; direct billing is not available for individual employee travelers for bus or Amtrak transportation. For groups of three or more or for visitors/guests of the university, contact your BSC.
 - Conference registration fees – Use a procurement card or a T&M card for these fees.
 - Hotel Room Block – *a set of hotel rooms that has been set aside for a group or event at an agreed upon nightly rate and usually with a minimum usage requirement.* A deposit is typically required in advance to hold the room block and may be paid on a travel and meal card or a BSC procurement card.
- Caution:** Invoices that include meeting rooms or other spaces for events, and/or catering require a contract and are NOT allowed to be paid via DV. See section 700, Paying for Services.
- Limousine/Car service - A car service, for less than 9 total passengers, is eligible for T&M card payment.

Buying Manual

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- Lodging – Direct billing for lodging is available for a limited number of hotels, primarily in Ithaca and New York City. See the Travel Portal at travel.cornell.edu for the most up-to-date listing of hotels. For groups of three or more or for visitors/guests of the university, contact your BSC to discuss.
- Rental Cars – Use your T&M card. No method of direct billing is available for rental cars.